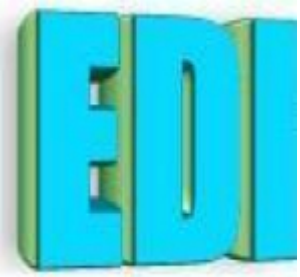
Electronic Data Interchange

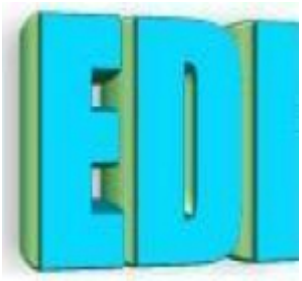
Advanced Systems Software

A Division of Communications Corporation of Jacksonville



Electronic Data Interchange

by Advanced Systems Software



Electronic Data Interchange

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Foreword

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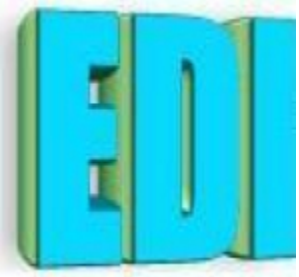


Electronic Data Interchange

Part I

1 Chapter 1

1.1 Introduction

Introduction Top Next

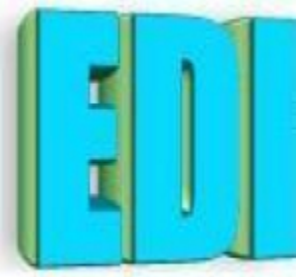
This EDI Software (Electronic Data Interchange) was developed by
Walter White - Advanced Systems Software.
(c)2006 all rights reserved.

This program is used exclusively for direct submission of medical claims to BlueCross BlueShield of Florida, in conjunction with any medical software that generates an electronic claim file but does not provide for the interchange carrier to directly submit the file itself.

The EDI Software transmits the prepared claim files to BCBS. The Software will next receive the claim confirmations and or rejections.

"Thank You for buying my software. I know you will enjoy using it".

Walter White



Electronic Data Interchange

Part II

2 Chapter 2

2.1 Configuration

Step by Step

Before the program can be used it must be configured.
Launch the program and.....

1. Click on Config in the top tool bar (Fig. 1)

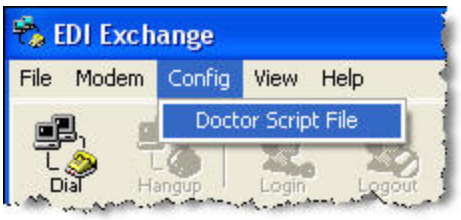


Fig. 1

2. Next click on the Doctor Script File Box (Fig.1)
to display the Doctor / Facility listings.

Note:
The **Doctor** configuration file can contain a listing name for any facility that is sending files to BCBS for payment. It does not mean it to be Doctor specific.

Doctor / Facility Listings (Fig.2)

This box lists the Doctors or Facilities that are set up to submit claims. Each listing has a separate mailbox and password.

The Mailbox Information and Password will be provided by BlueCross Blueshield upon registration for each entry.

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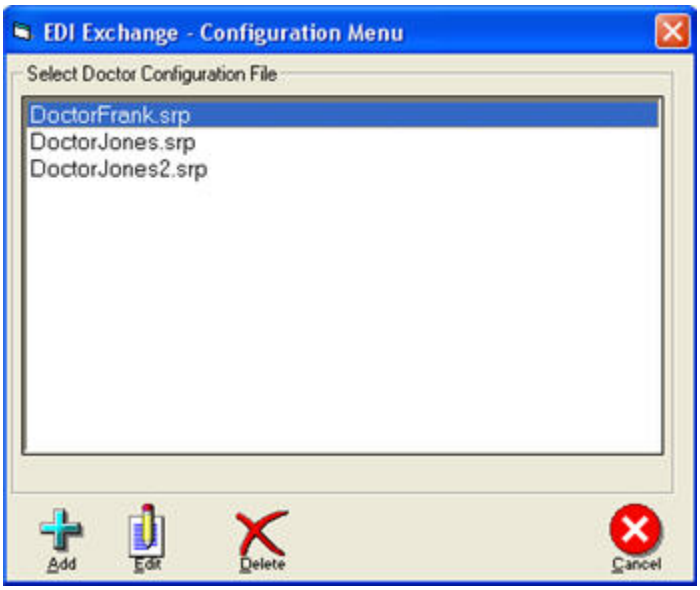

Fig. 2

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Step by Step

Adding Additional Doctors or Facility

3. Click on Add to enter additional Doctor or Facility and Passwords.

After you click on Add the following set-up box will appear.(Fig.3)

You MUST fill in this box for EACH Doctor or Facility that will be submitting claims.

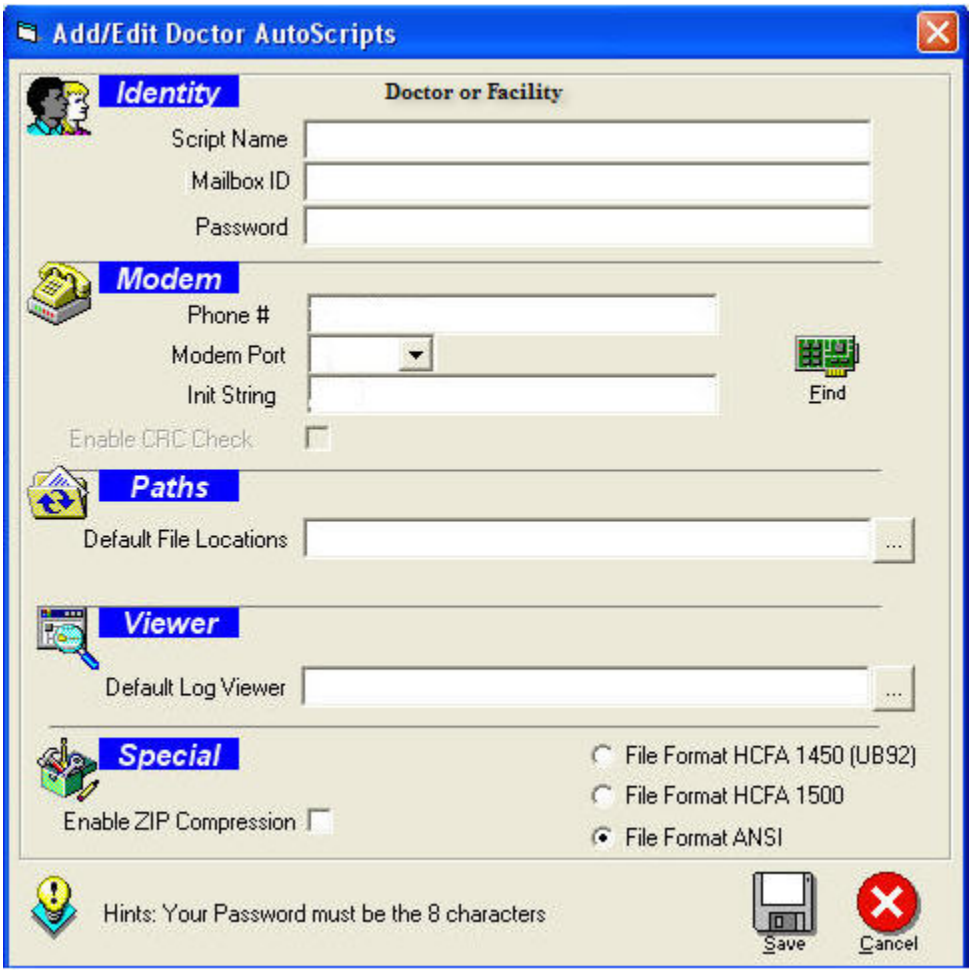

Fig. 3

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Step by Step

Identity: (Fig. 4)

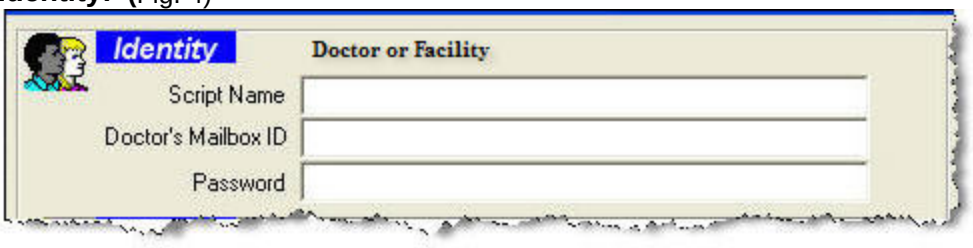

Fig. 4

The following settings are specific to each Script Name.

Script Name: Name of the Doctor or Facility to save this information under.
(Letters and numbers only! No spaces or special characters.)

Doctor or Facility Mailbox ID: The ID assigned by your EDI Host Provider. (BCBS)

Password: The Password assigned by your EDI Host Provider. (BCBS)

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MODEM Setup: (Fig.5)

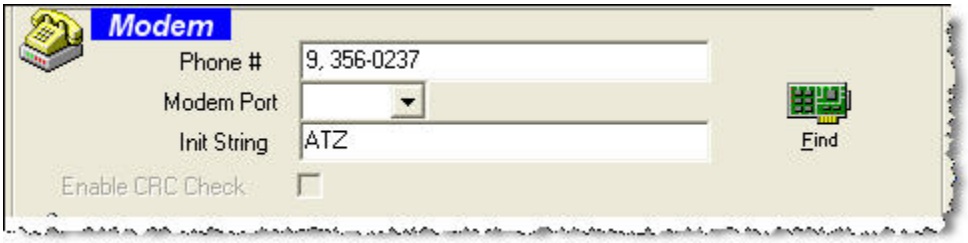

Fig. 5

Phone#*:* The BCBS number your modem will dial to transmit your claims. (Remember, some PBX systems might require a prefix of "9," to get an outside line.)

Example: PBX outside line access (most systems)
" 9," means get outside line. The comma ", " means pause 1 second.

Modem Port*:* This is the Port number your modem has been assigned by windows. If you do not know the modem port see Modem Setup (page 4)

Initialization String: **This value is significant to each type of modem. You must have the correct initialization string installed before your modem will work properly. If unsure consult your manual or call your local computer technician**.

To Edit the Doctor or Facility setup file, click on the name (Fig.2) and then click on edit. Be sure you "Save" any changes.

Step by Step

Extremely Important!

File Paths

Fig. 6

Paths*:* Specifies the File Directory Path Location where you want the **received file** to be stored. Also where to start looking for the Transmit files. Write down or remember tis location when looking for your files.

NOTE: To avoid confusion, when setting up multiple Doctors or Facilities we suggest you set different default directories for each. In this manner every Doctor or facility will have his own location
to save incoming files from the EDI Host.

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Transmission Option

Fig. 7

Enable ZIP Compression: Check this Option for faster transmission of your Claims file by compressing the data into a ZIP File Format.
(If you have problems receiving Acknowledgement files, uncheck and try to re-send.)

File Format: Check the appropriate box that applies to your file format.

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2.2 Modem Setup

Auto Detect Modem

This step will automatically detect the Port your Modem is set to.

Auto Detect -
Click on the circled Icon.(Fig.8)

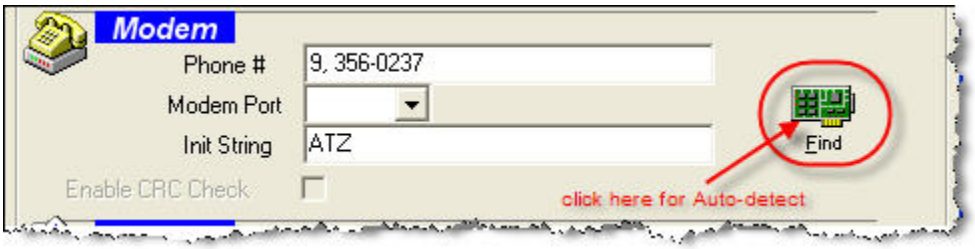

Fig. 8

Next:
A window will appear informing you of the testing status.(Fig.9)

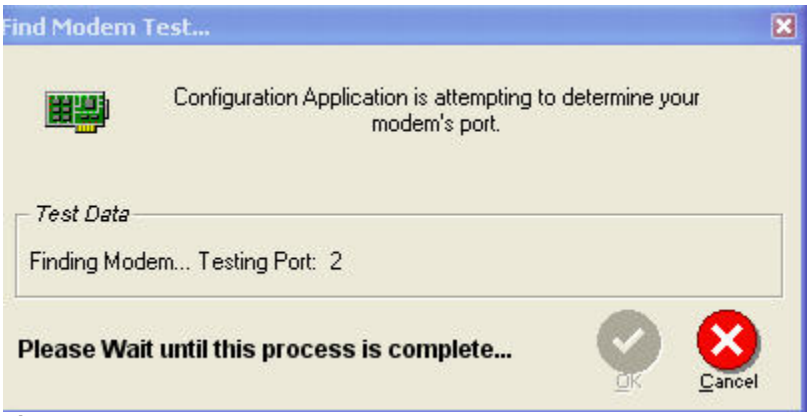
Find Modem Test...
Configuration Application is attempting to determine your modem's port.
Test Data
Finding Modem... Testing Port: 2
Please Wait until this process is complete...
OK
Cancel

Fig. 9

If a modem is found the software will automatically adjust for the port.

If no modem is found an "Error" will be returned. Consult with your computer technician.

Initialization String: **This value is significant to each type of modem. You must have the correct initialization string installed before your modem will work properly. If unsure consult your manual or call your local computer technician.**

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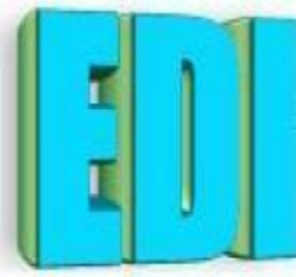

Electronic Data Interchange

Part III

3 Chapter 3

3.1 Host Connections

Step by Step

You MUST have configured your Modem Setup before you proceed to this step.

Click on the Dial Icon on the Main menu bar.Fig.10

Fig. 10

Next select a Doctor or Facility script from the list box. Fig.11
(double click on the name).

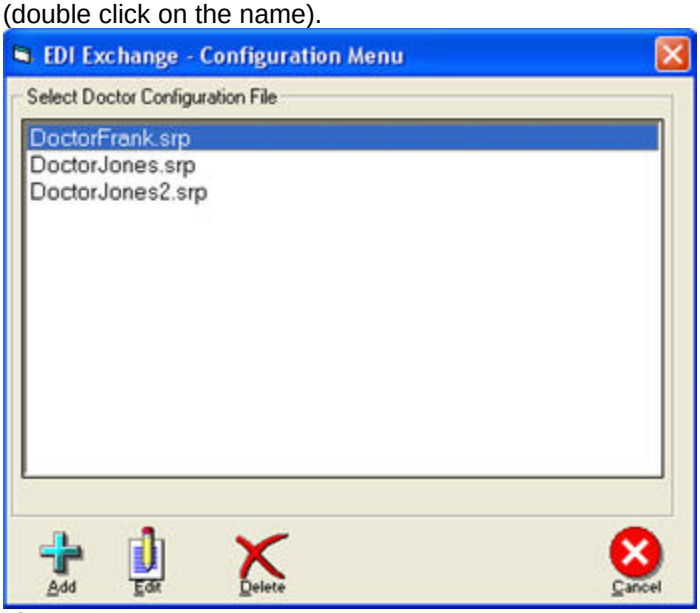

Fig. 11

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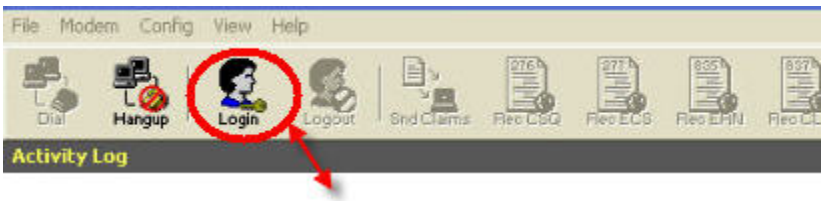
Log-In



After the modem has established connection and verified your identity you must log yourself in. The Log-In Icon will become active. Click on the Icon to complete the Log-In process.

All system activity will be shown in the Communications Log window. Fig.12 (screen blurred on purpose)

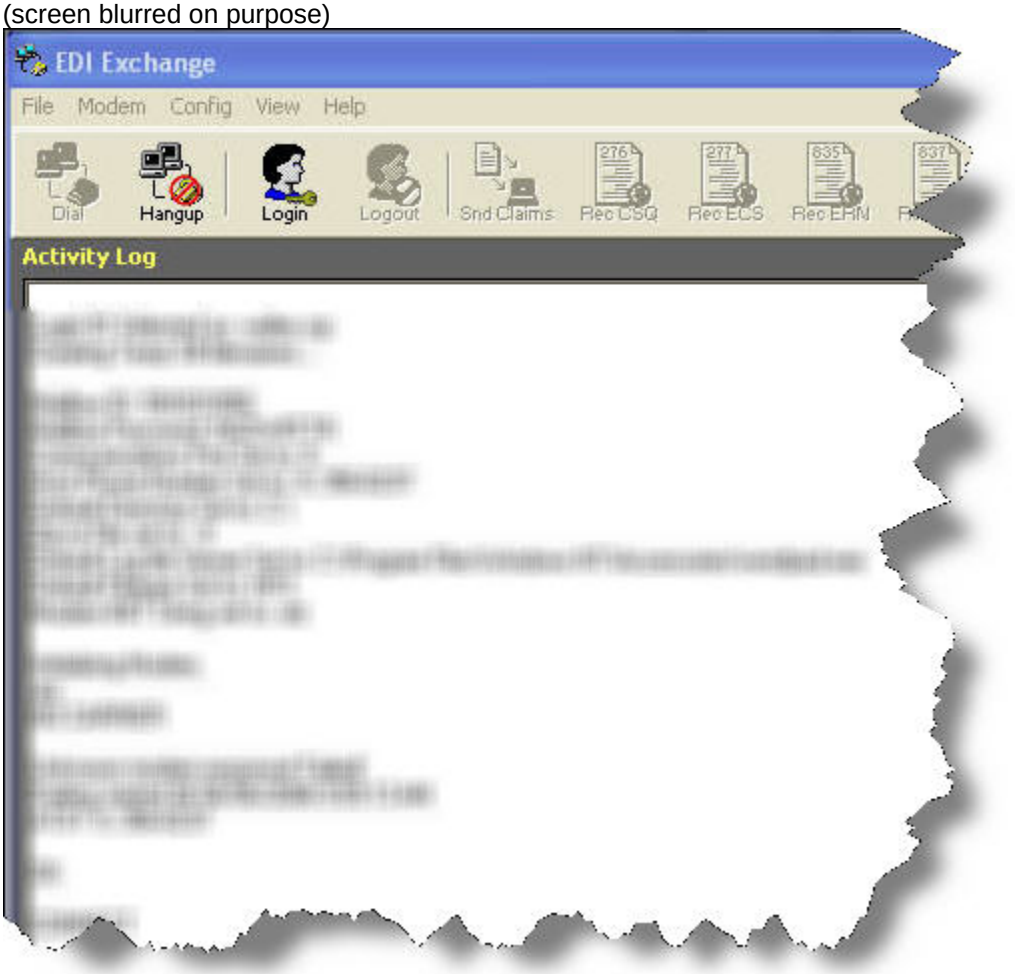


Fig. 12

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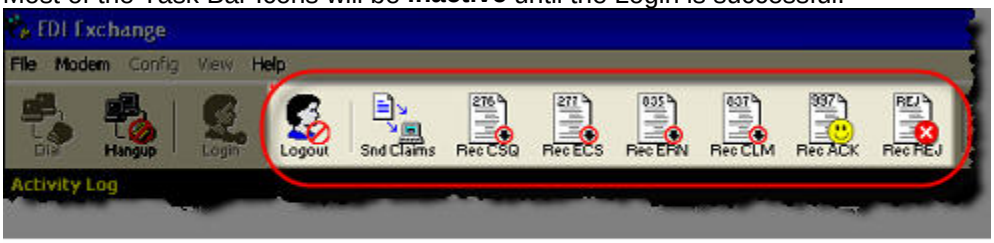
Active Task Bar Icons and their meanings

Most of the Task Bar Icons will be **inactive** until the Login is successful.



If your Log-In was successful theTask Bar Icons will become active.
Select the Icon for the process you want and Click on it.

Fig. 13

Icon Legend: Figs. 14

Send Claims

Tran Code 276
Health Care-
Claim Status Request

Trans Code 277
Health Care
Claim Status Response

Trans Code 835
Health Care Claim
Payment / Advice

Trans Code 837
Health Care Claim

Trans Code 997
Functional
Acknowledgement

Trans Code REJ
Rejects

Depending on the action you have requested different Icons will become active.

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3.2 Sending Claims

[****]

Step by Step

You MUST have configured your Modem Setup before you proceed to this step

1. Click on Dial to start the process. Fig.15

Fig. 15

2. After connection is made you must select a Doctor or Facility from the list. (Fig.16)

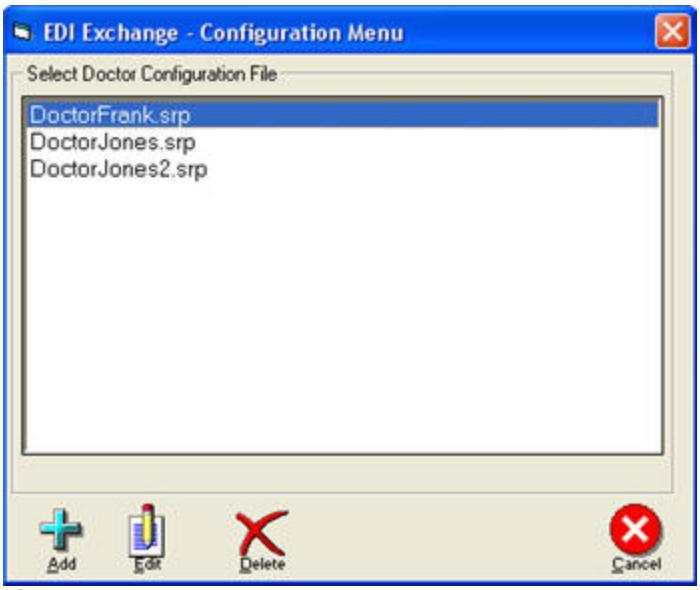

Fig. 16

3. Once the Doctor or Facility is selected you must to complete the Log-In process by clicking the Login Icon.(Fig.17)

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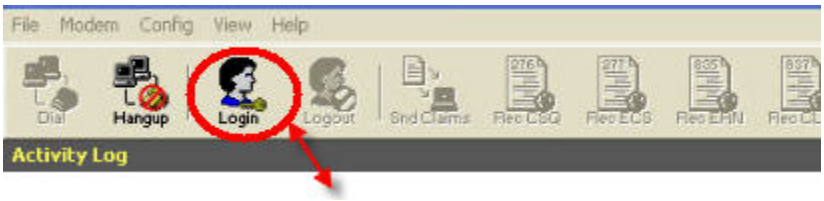

Fig.17
After the modem has established connection and verified your identity you must log yourself in. The Log-In Icon will become active. Click on the Icon to complete the Log-In process

4. Watch the Communications Window. You will be notified when your identification has been accepted. After you are notified of Log-In acceptance you are ready to send claims.

5.Click on the Send Claims Icon Fig.18

Fig.18

6. A dialog window will appear that contains the files for the Doctor or Facility you selected upon Log-in. You must now choose the file you want to send. Fig.19 **Example**

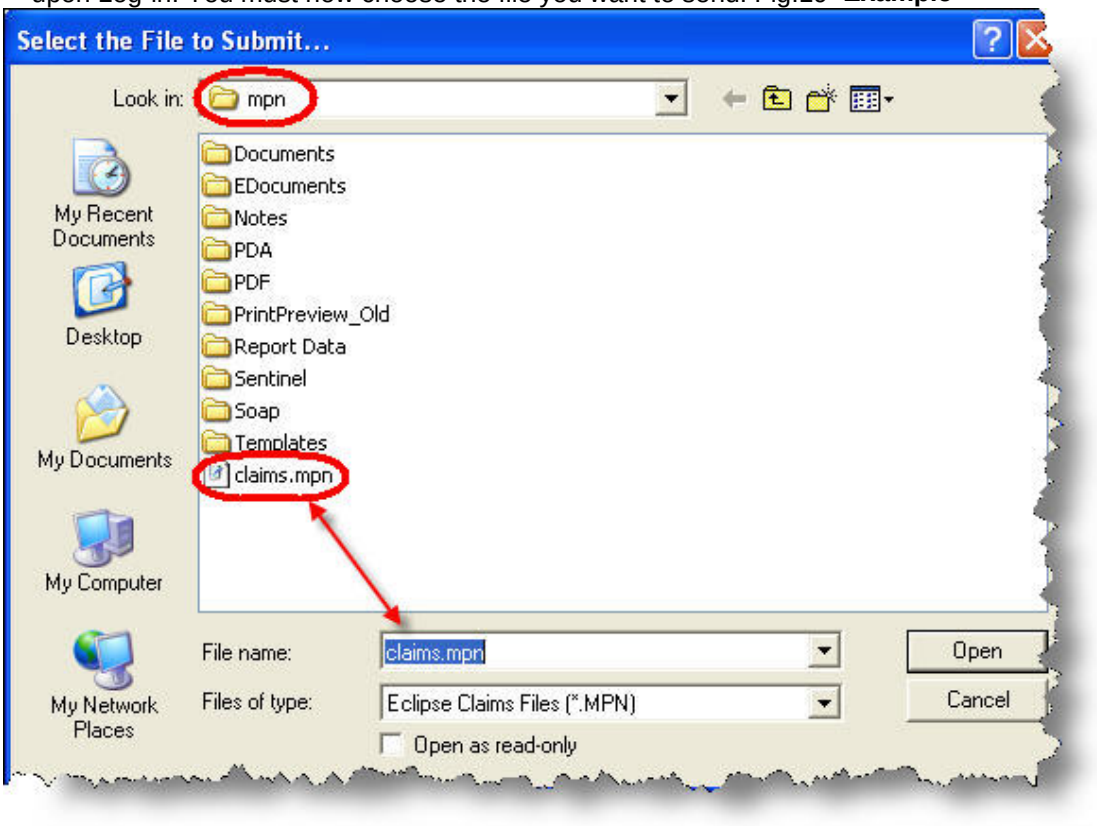

Fig.19
Note: Your folder may not look like the example and each Doctor or Facility folder may look different.

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NOTE to *Eclipse Users:
It's simple for you..... The file name is " CLAIMS.MPN " and will always be
located in the " \ MPN Folder".

You have now successfully completed your transaction and may terminate the program. During this Step, you will see a EDI Communications Dialog Windows appear.

*Eclipse is registered trademark of MPN Software Systems, Inc.

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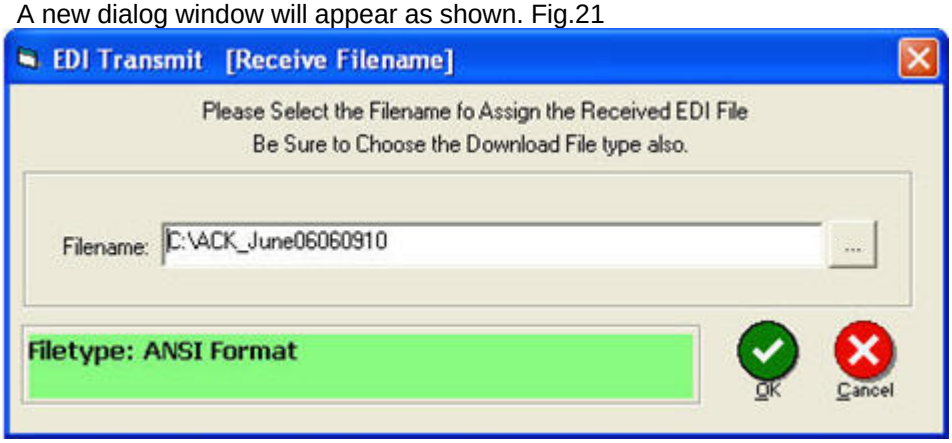
3.3 Receiving Claims

To receive a Claims Acknowledgement do the following:

1. Dial in as usual.
2. Select the Doctor from the list.
3. Log in.
4. To receive a Claims Acknowledgement click on the Rec ACK Icon. Fig.20

Fig. 20

A new dialog window will appear as shown. Fig.21



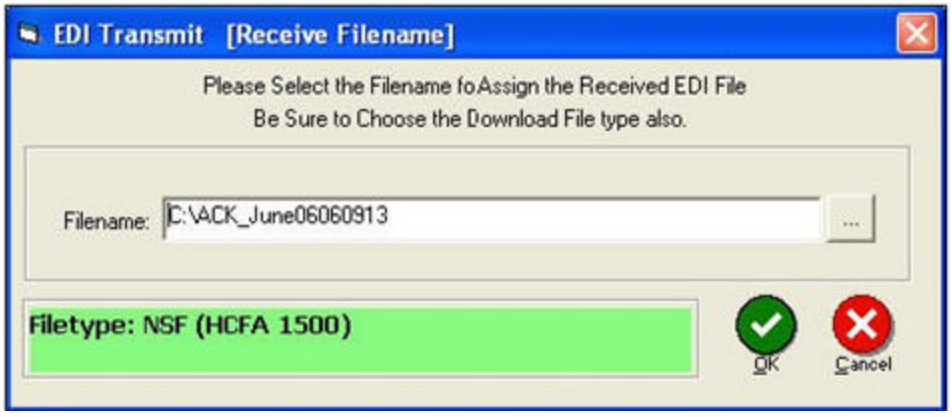


Fig.21 & 21A

5. Rename the Acknowledge File if you so desire. The received file name is returned as **ACK_YearMonthDayTime.ack** (example fig.21 & 21A) and sent to the default directory.

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3.4 Autoscript

The feature allows you to setup for unattended transmission and reception of all files from the EDI Host server. This feature will automatically Dial.... send NSF....Log-out....Hang-up.

Once you have generated your NSF and are ready to transmit to the EDI Host click on AUTO from the main toolbar.(Fig. 22)

Fig. 22

You can now to setup the Automatic feature for this Batch. Fill in the Blanks. Fig.23

Fig. 23

STEP 1: *Doctor Identity*
Action: Select the Doctor or Facility Identity from the list.

STEP 2: *Send Electronic Claim*
Action : Enter the name of the Claim file you wish to send (NSF Filename)

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Auto Script:

STEP 3: *Receive Acknowledgement File*
Action: Enter the name of the file to save the incoming ACK information from the Host.

This filename is automatic generated in the format for Default Directory\ACK YearMonthDayTime.ack. You are not required to input or change this filename, however, should you desire to, you may manually type the name of click on select and specify the name to save the information as. NOTE: If you manually change the Filename here you must give the new filename a .ACK file extension or the Log Viewer will not find the file correctly. Never give a new file the same name as
another file. It must be unique or the old data will be overwritten.

STEP 4: *Claims Paid File*
Action: Enter the name of the file to save the incoming NSR or Processed information from the Host.

This filename is automatic generated in the format for Default Directory\NSR YearMonthDayTime.NSR. You are not required to input or change this filename, however, should you desire to, you may manually type the name of click on select and specify the name to save the information as. NOTE: If you manually change the Filename here you must give the new filename a .NSR file extension or the Log Viewer will not find the file correctly.

Once you have defined all the above required options click START and the program will automatically begin the process or transmit and receive to the EDI Host.

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3.5 Log Out

Upon completion of your business with the EDI Host Server you must **Log-out before you Hang-up.**
This step is used to notify the Host server that you finished and to close the session.
After you log-out you can not login again until you hang-up with Host and then redial to connect back in.

Click on the Log-out Button on the Main menu bar.

Fig. 24

The Communications Window will notify you when you have successfully Logged out from the Server.
You are now ready to Hang-up with Host. During this Step, you will see a EDI Communications Dialog Windows appear.

Once you have completed your business with the EDI server, you can disconnect your modem by clicking on the Hang-up Button on the Main menu Bar. Fig. 25

.

Fig. 25 (picture blurred on purpose)

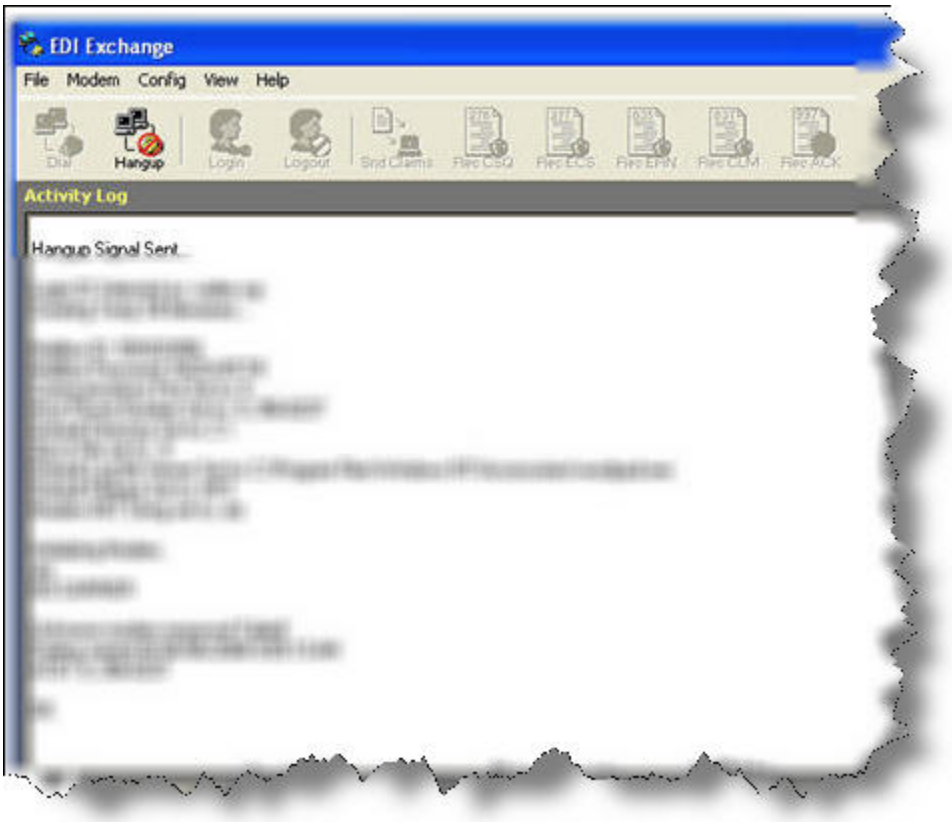

Fig. 25

A timer located at the lower right corner of the program window logs your connection time.
If you are calling long distance, hang-up as soon as you have completed your business.

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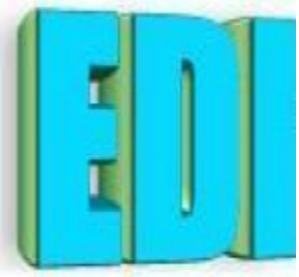

Electronic Data Interchange

Part IV

4 Chapter 4

4.1 Log File Viewer

The Viewer allows you to review the received files from the EDI Host.
To use this feature.. click on View from the main toolbar and select the file type you wish to view.Fig.26 (picture blurred on purpose)

Fig.26

You must select the Doctor that you wish to view the files associated with his sessions.

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4.2 Other Information

During the communication with the EDI server you will see a dialog box that appears as follows: Fig.28

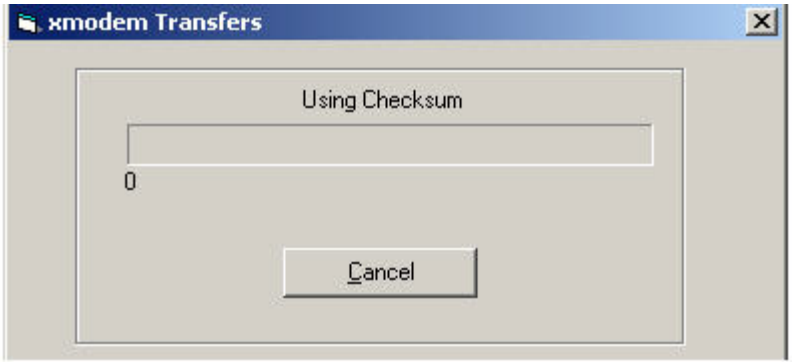

Fig.28

This box shows the status of the information being transmitted and received. If you click cancel, you will terminate the current communications with the EDI server.

Caution: Do Not click Cancel during communication operations. Clicking cancel will terminate the current communications, however, incomplete communications can cause the EDI Server to Hang-up on you and terminate your current session. Only click Cancel if the program appears to be hung or seems to show no sign of activity for a long period of time. If a problem persists with communications consult your computer technician.

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4.3 Contact

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